



Department of Finance  
Purchasing Division

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## **ADDENDUM**

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City Purchasing Agent*

**DATE** October 19, 2016

**BUYER** Lashaun E. Williams

**ADDENDUM NUMBER** 1

**ORIGINAL INVITATION DATE** September 29, 2016

Your attention is called on a "Request for Proposals" mailed from this office under the below reference number and on which it is found necessary to make the following addendum.

This addendum should be considered in submitting your proposal and should be attached to the original "Request for Proposals" and made a part thereof.

<b><u>ITEM DESCRIPTION</u></b>	<b><u>REFERENCE NUMBER</u></b>	<b><u>BIDS DUE</u></b>
DESKTOP & LAPTOP COMPUTER EQUIPMENT & SOFTWARE VOLUME PURCHASING AGREEMENT	RFP480ETSVOLPUR	November 3, 2016

### **QUESTIONS & ANSWERS**

1. What is your preferred size and form factor for each system? **The City would like the opportunity to select form factors based on current technology and industry standards available at the time of purchase.**
2. Are you interested in 2-in-1s? **The City would be interested in 2-in-1 options also.**
3. For the laptops, are DVDs required or is that optional? Do you want suppliers to meet this requirement with system or is an external optical drive acceptable? **The City would like both options.**
4. For the software, what specifically (and how much) are you buying from Microsoft, Adobe and Oracle? Can you provide an Appendix that outlines products or product groups for the software? Are there specific SKUs for publishers or products you are looking for? Note for committee: **I've asked our administrative group to provide me with a list of products the City has purchased in the past and amounts for those purchases to give them a general idea. However, we should not be limited to that selection for future purchases.**
5. How do you want to see the pricing displayed for the software (i.e. is there a specific model, cost plus, etc)? **Operating software can be included in the price of the system. Pricing for productivity software can be displayed with a pricelist.**

6. Are you interested in faster response times than onsite next business day support? For phone support, do you want 24x7x365? **The RFP references 5x9 NBD. However, a 24x7x365 pay as you go as needed basis option could be beneficial to some departments.**
7. Do you foresee value in having units imaged from the factory so they're ready to go when you receive them (including BIOS setting and asset tagging for inventory purposes)? **The City would like the opportunity to make that determination at the time of order.**
8. Do you have a document management solution in place? **The City does not have an enterprise document management system. Although some departments may have a solution already in place.**
9. Do you foresee any Microsoft upgrades/migrations or OS upgrades in the future? **Yes**
10. Do you currently use an Integration Center for imaging/building desktops/laptops? **We don't specifically have a City Integration Center. However, most departments have the ability to image desktops/laptops one at a time, but cannot deploy (push out) an image to multiple devices at one time.**
11. For the disposal section, do you have special requirements for destruction of assets?
12. a. Certificates of destruction?
13. b. They indicate that hard drives can be removed prior to removal but is the hard drive required to be scrubbed, destroyed, or both? **The hard drives will be removed and destroyed.**
14. For the shipping section, do they have a City FedEx or UPS account preferred accounts? **The Offeror should include in the proposal any shipping costs associated with the delivery of goods purchased from the future contract. The shipping should not depend on any contract that the City has with any carrier or courier service. The Offeror should use their own contracted couriers/carriers for the delivery of goods purchased. The Offeror should explain in the proposal how the delivery of goods will be charged. Also the Offeror should explain how request for expedited delivery will be handled.**
15. Where is states "Allow for execution of enterprise & departmental software applications". Will the City of Cincinnati be providing the licensing? By execution do you mean for this to be part of the hard drive imaging? **The hardware should be delivered with all ordered software applications pre-installed.**
16. Before we can provide a method to image we need to know if this is something that you want done onsite or offsite prior to delivery. **The hardware should be delivered with all ordered software applications pre-installed.**
17. Can a forecast be provided 30 days in advance so help us to stock balance properly? **We will give as much notice as possible when placing orders.**
18. I understand that the hard drives will be removed prior to returning/recycling. Will the hard drives be DOD scrubbed or destroyed by the City of Cincinnati? If not destroyed will they be provided back separately to complete the system on a one for one basis? **The City will remove and destroy the hard drives before returning equipment.**
19. Will the returned systems be complete? Meaning no missing parts like power-supplies, memory, etc? **The City will remove the hard drives before returning equipment.**
20. In order to incorporate items like printers and PDA's can you provide the model types of printers and PDA's so we can put together some standards to match your typical purchases under your old contracts. **The City would like the opportunity to select model types based on current technology and industry standards available at the time of purchase.**
21. Does this pertain to the repair parts on existing hardware, new hardware upgrades or both? **This pertains to new hardware that might be used to upgrade or used for replacement/repair.**
22. Is this something that the City of Cincinnati would allow offsite or would this need to be done onsite? **This would be done offsite prior to delivery of ordered equipment.**
23. Section 3 Software. Do you currently have your software licensing agreement with your current hardware vendor or do you use a software company separately for that? **No**
24. Do you currently have a separate software licensing agreement that is under contract? **No**

25. Can you please provide the specific desktop software licensing that will be needed for a typical low-end, typical medium end and typical high end standards? **At this time, the City has only standardized on Microsoft Office for productivity software. That standard is subject to change in the future. The City would like to opportunity to select productivity software at the time of purchase based on current technology and standards.**
26. Section 4 Tool for purchasing/quoting products. Will you be looking for just the catalog items only or will you be using this ERP system to transmit purchase orders? **Catalog items only.**